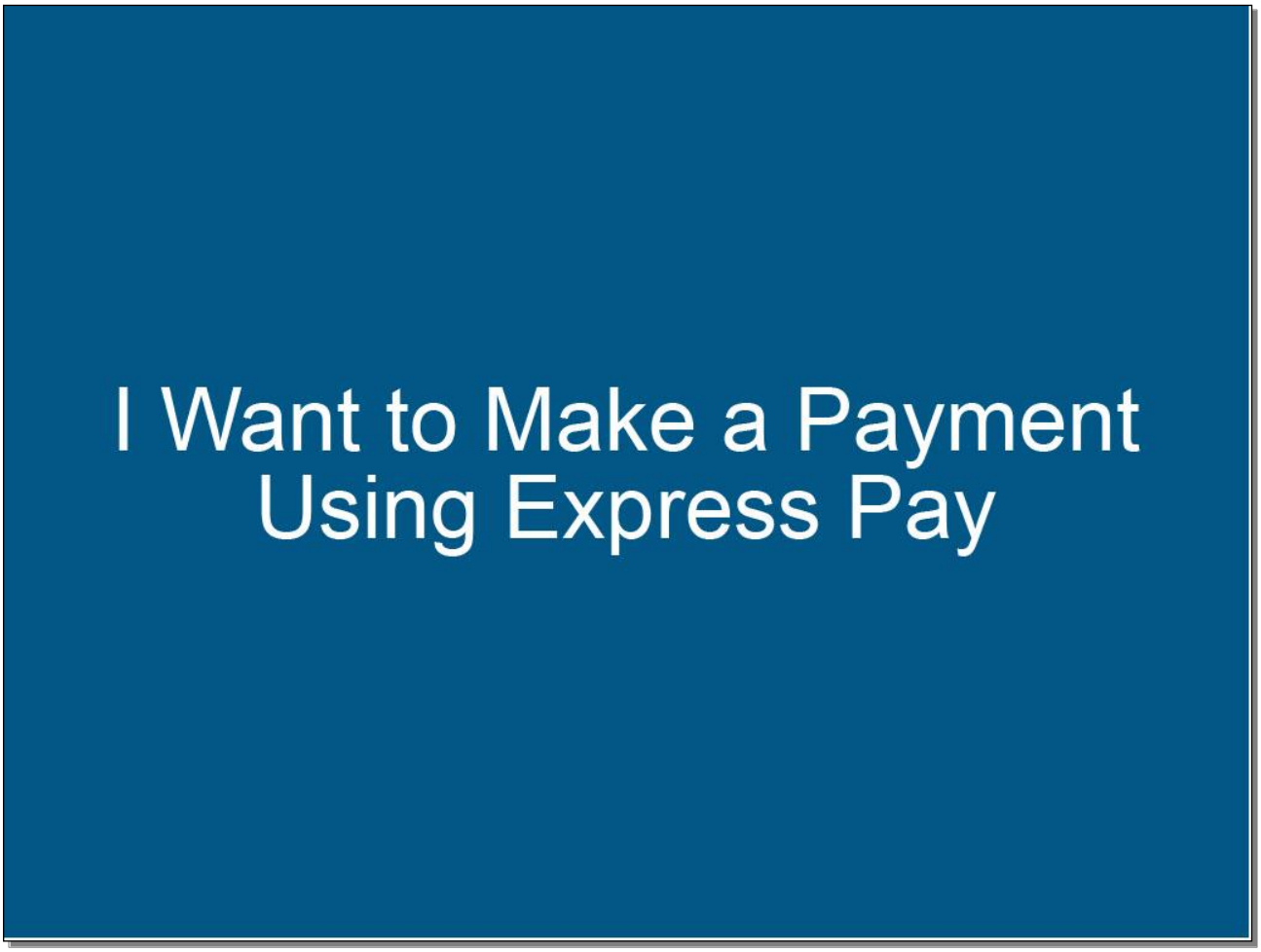
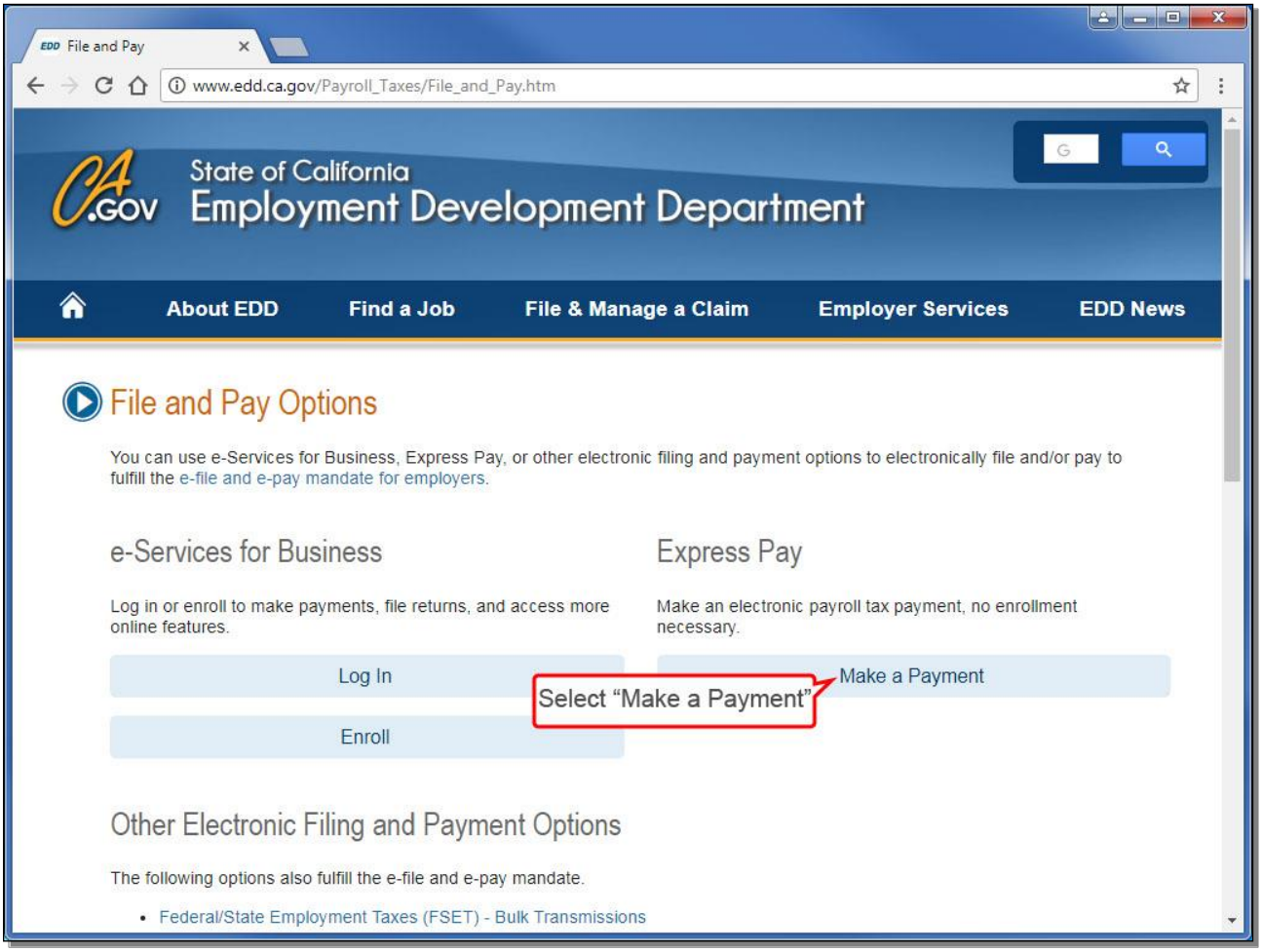


Slide notes

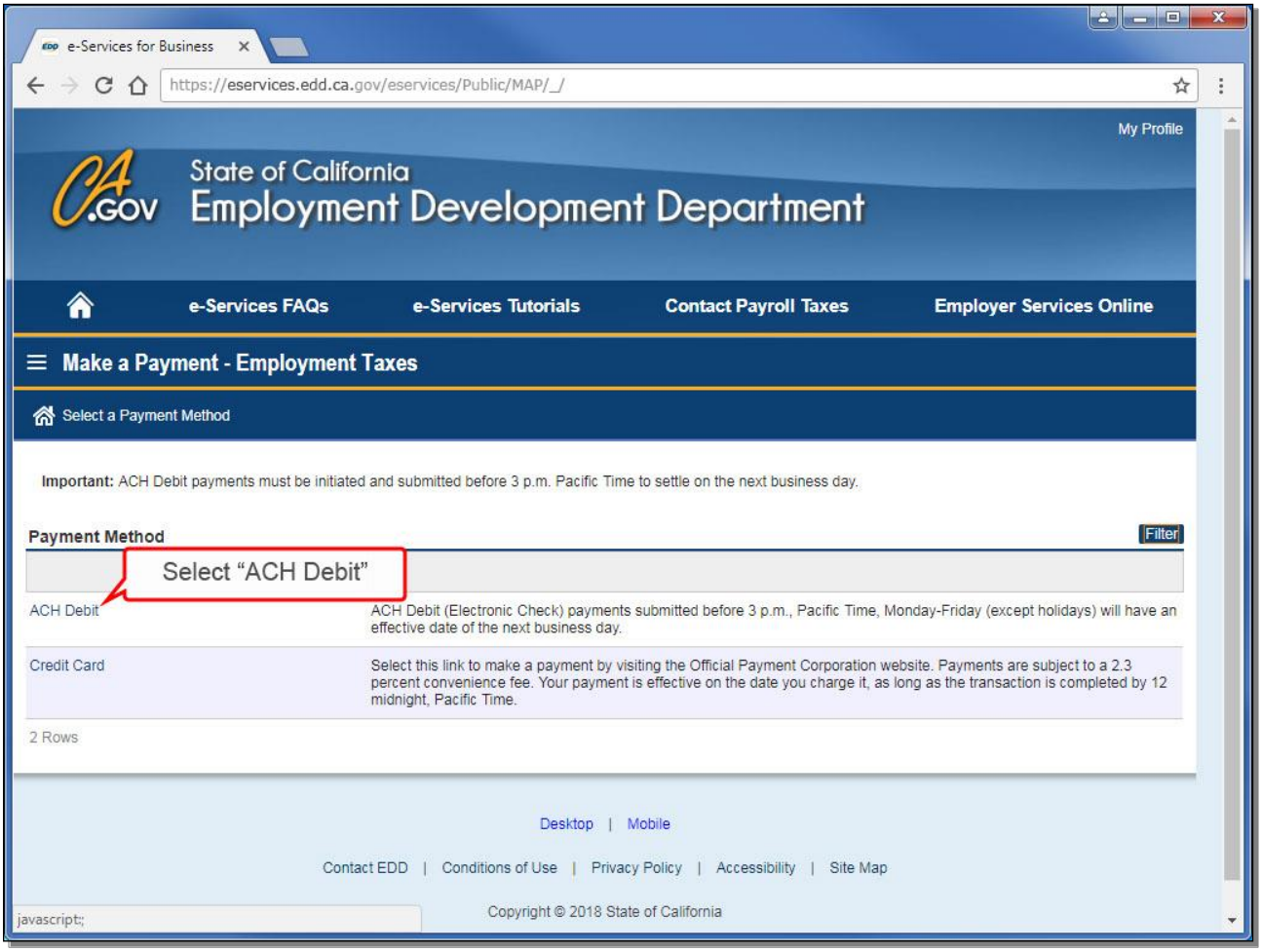
The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business.

This tutorial will show you how to make a payment using Express Pay. We will begin at the File and Pay Options page.



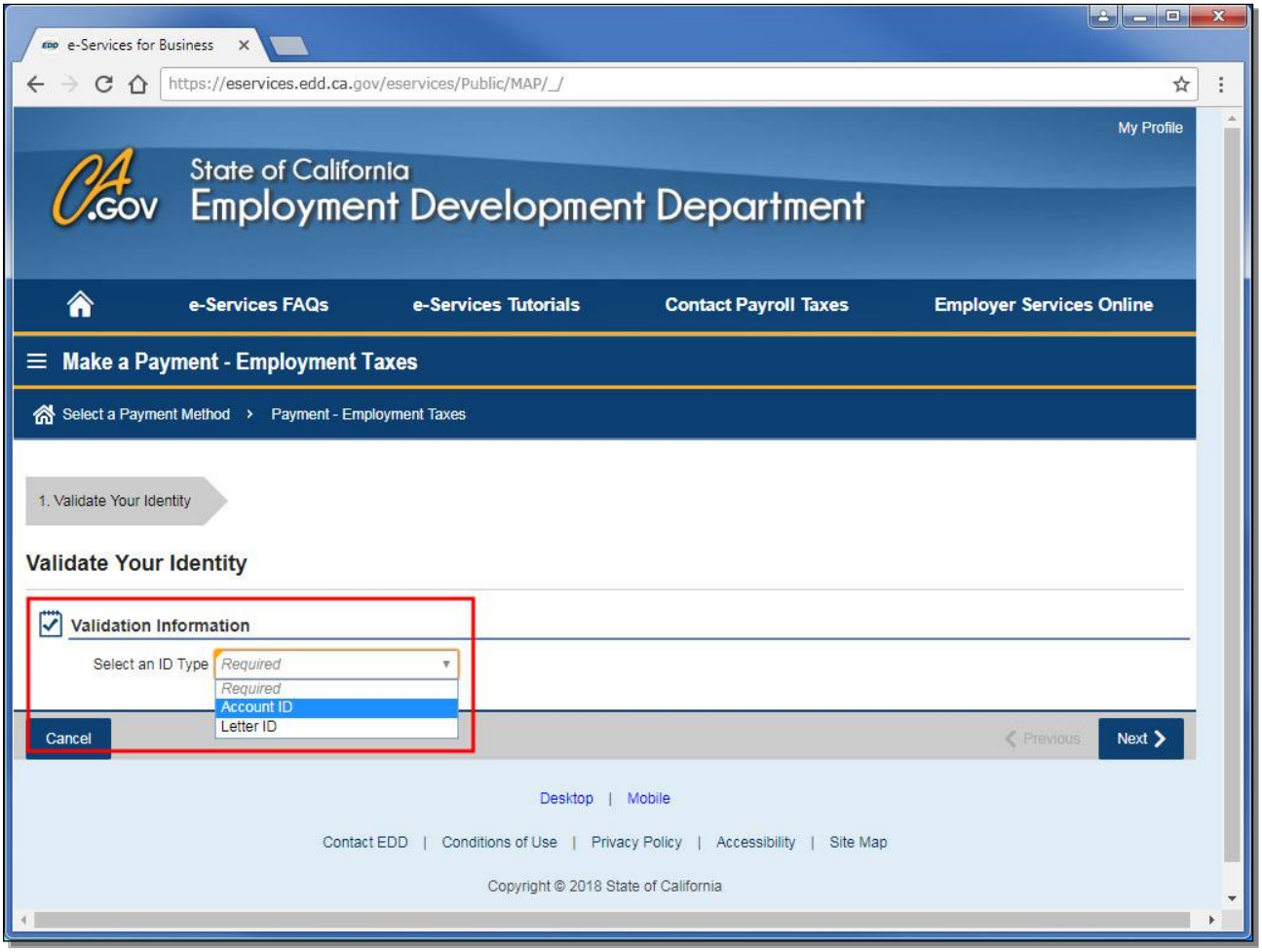
Slide notes

Select the "Make a Payment" link under Express Pay to begin your payment request.



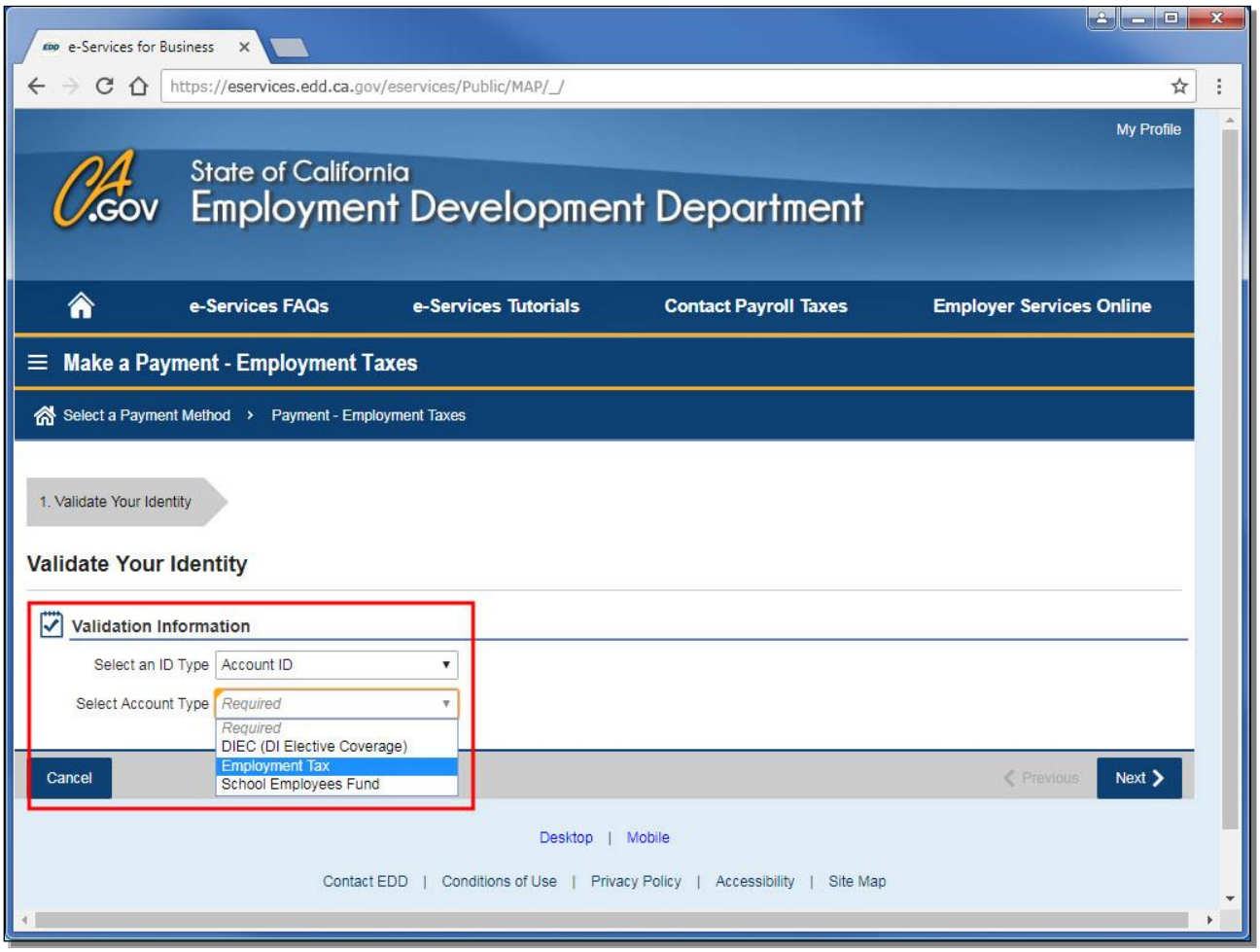
Slide notes

Select a payment method. The choices are “ACH Debit” or “Credit Card.” For this example, we select "ACH Debit."



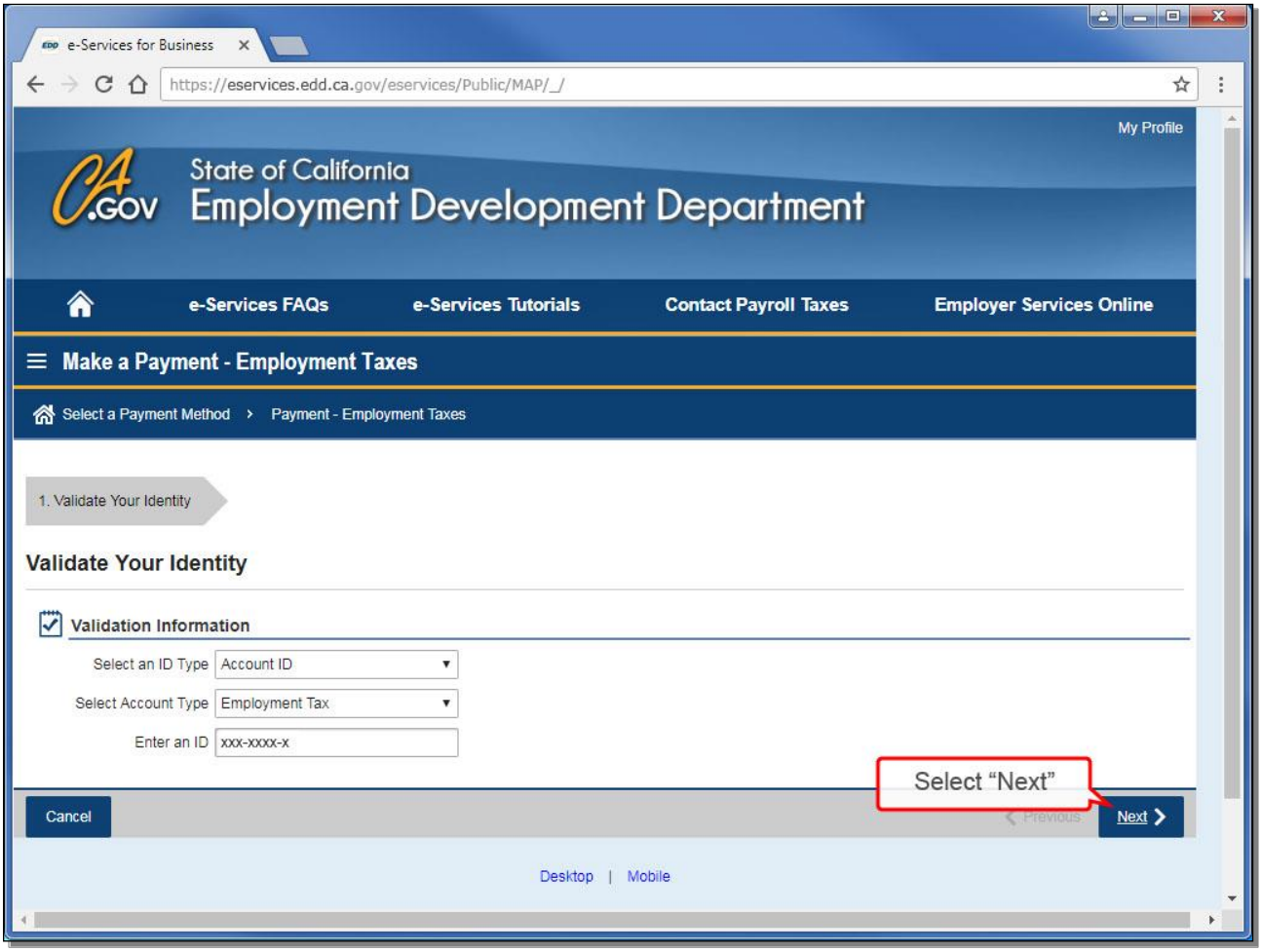
Slide notes

This tutorial will show you how to submit both "Account ID" and "Letter ID" types. First, we select "Account ID."



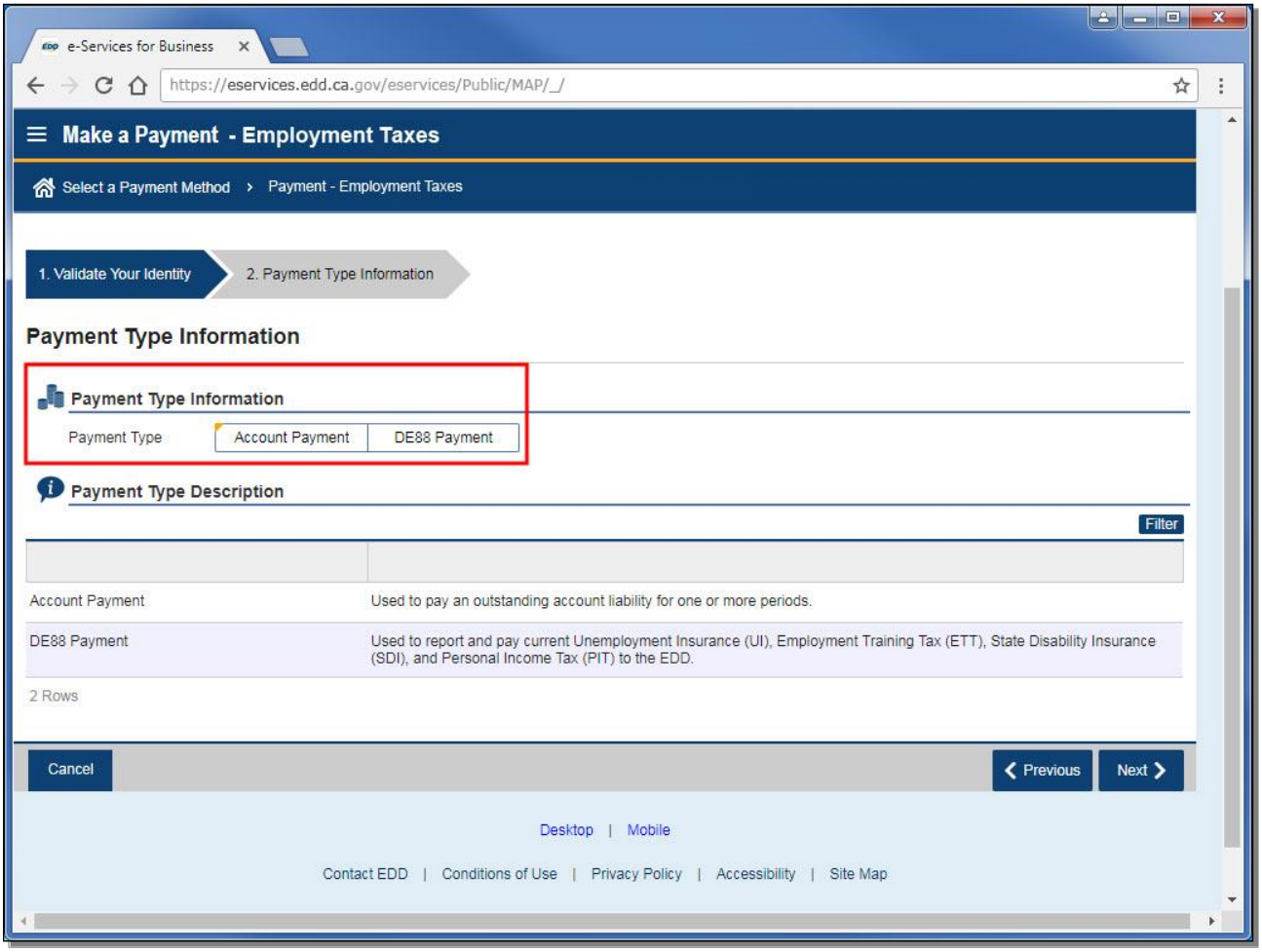
Slide notes

Select the "Account Type" from the drop down menu. For this example, we select "Employment Tax."



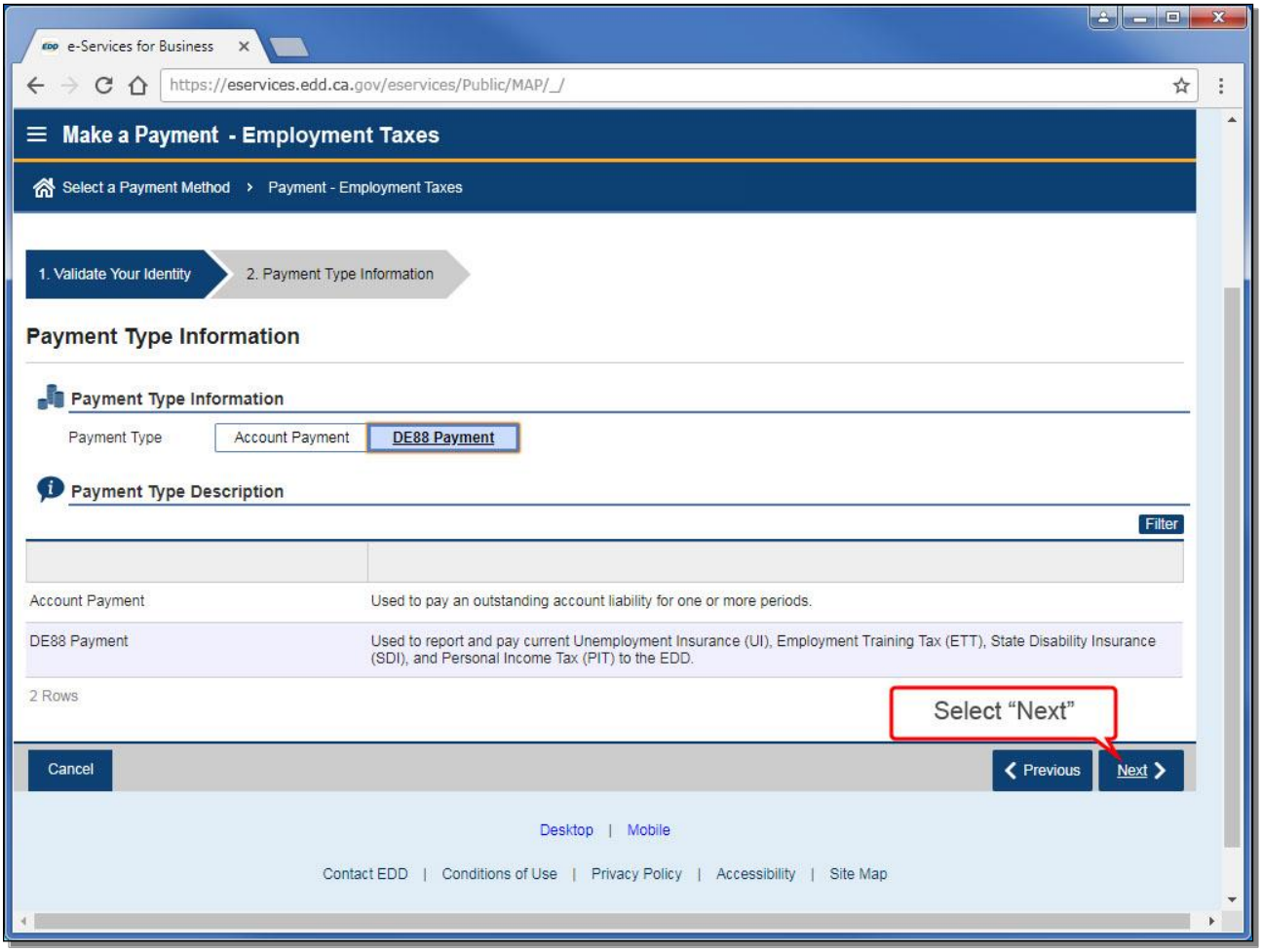
Slide notes

Enter the "Account ID" of where you want to make the payment. Select "Next" to validate the information you have entered.



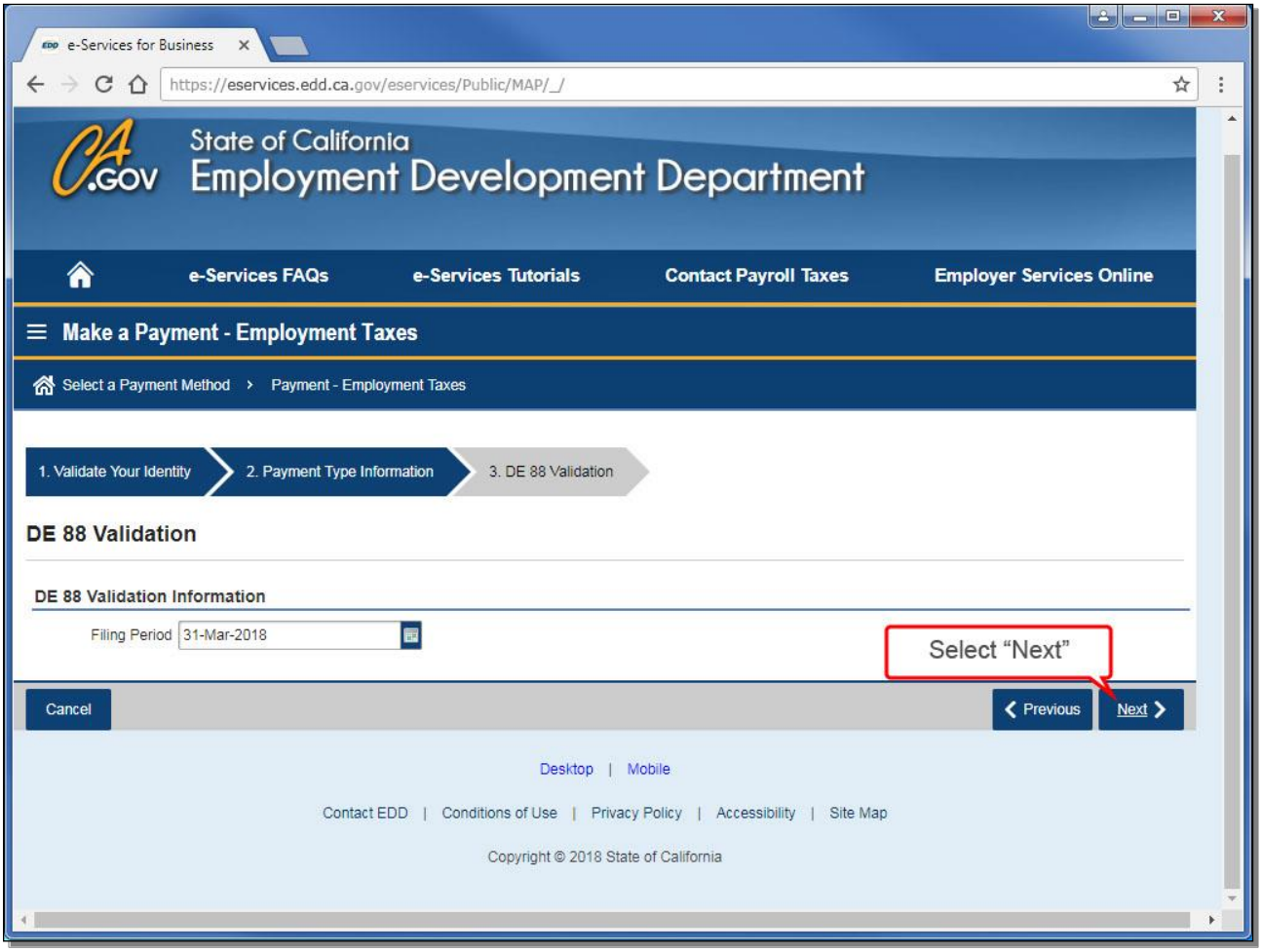
Slide notes

Select a payment type. The choices are "Account Payment" or "DE 88 Payment". For this example, we select "DE 88 Payment."



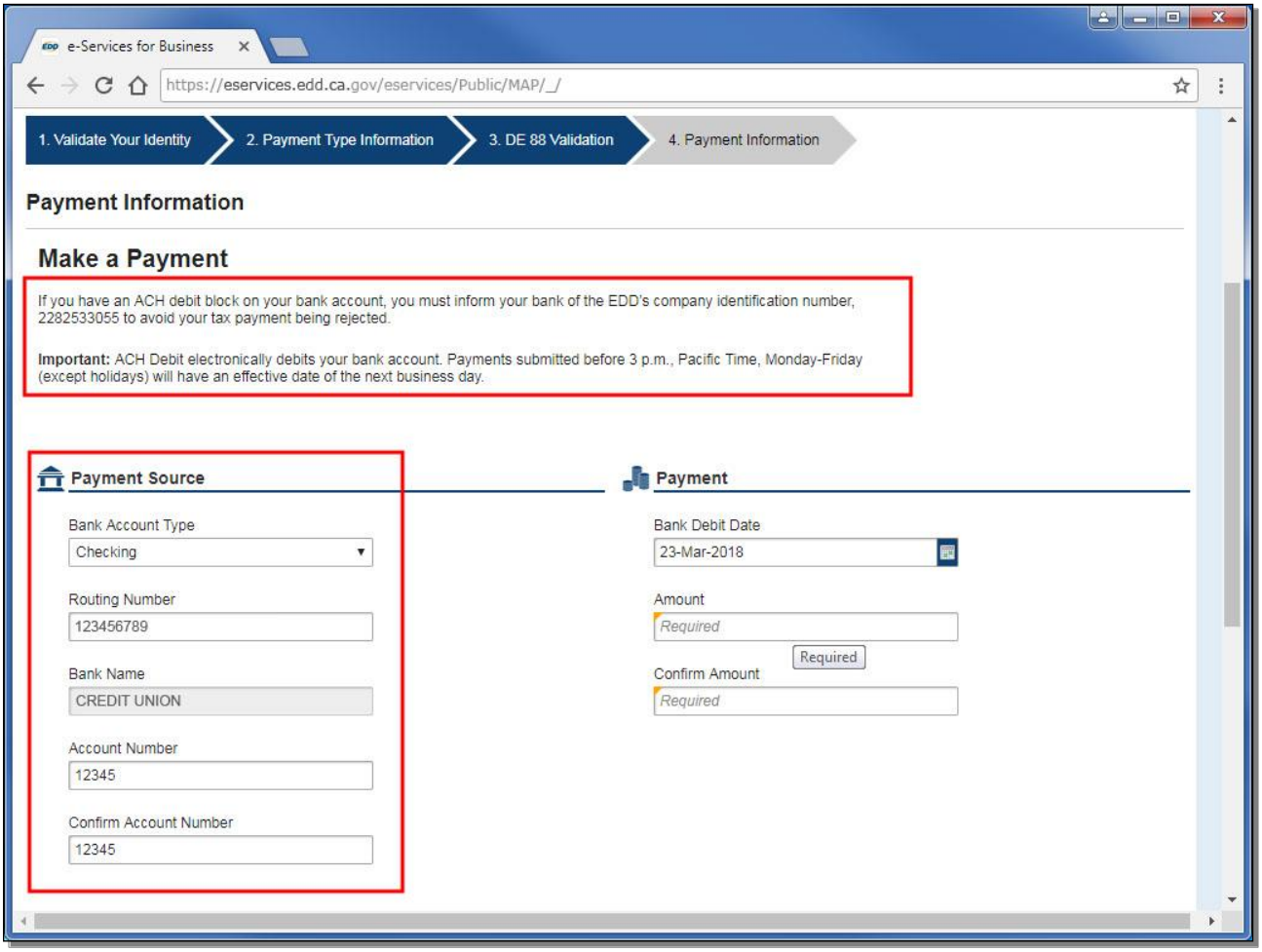
Slide notes

Select "Next" to continue.



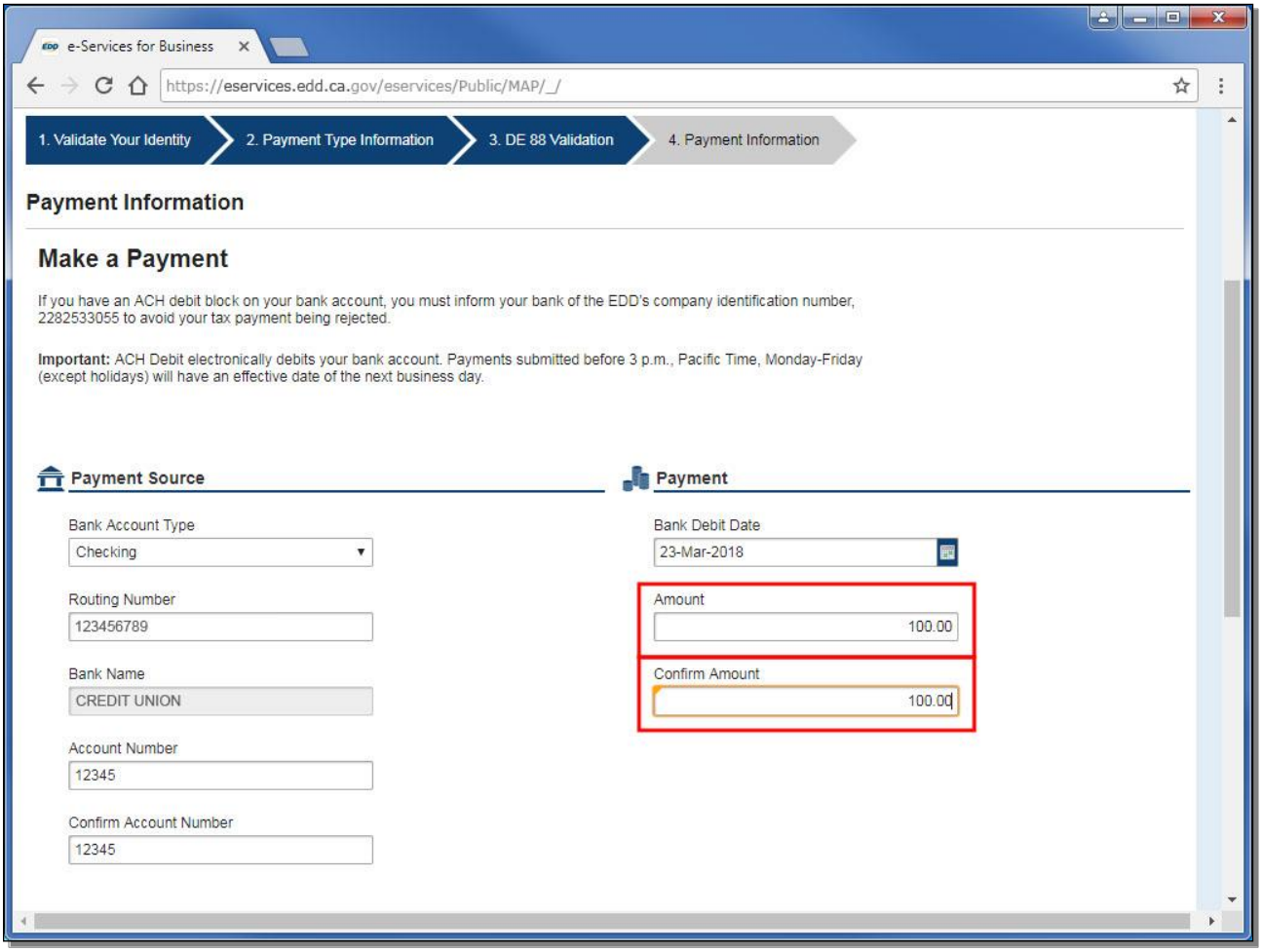
Slide notes

Enter the "Filing Period" for which you want to make a DE 88 payment. Select "Next" to continue.



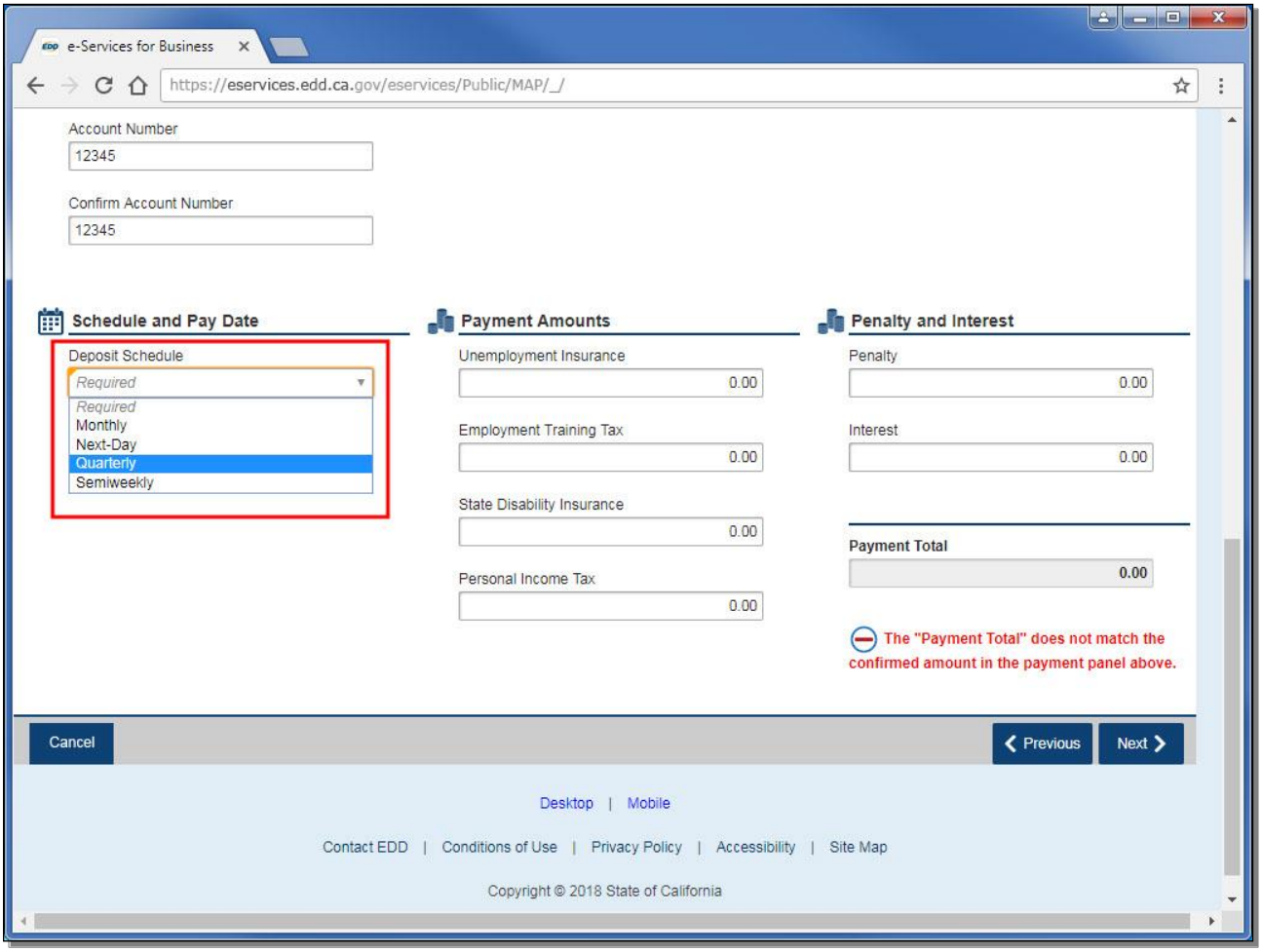
Slide notes

Enter your banking information. Remember to inform your bank if you have an ACH debit block on your bank account.



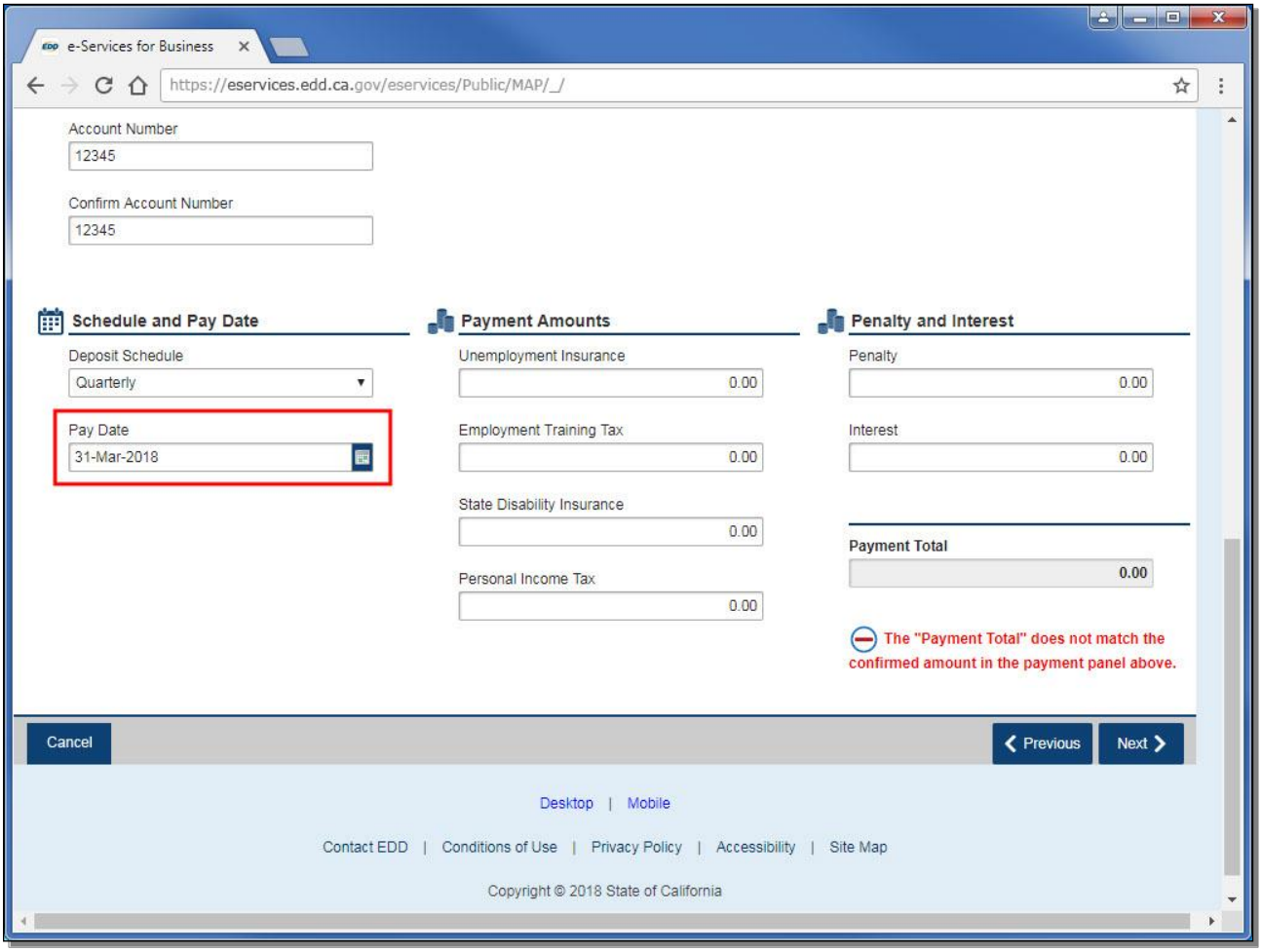
Slide notes

Enter the payment amount, then confirm the amount.



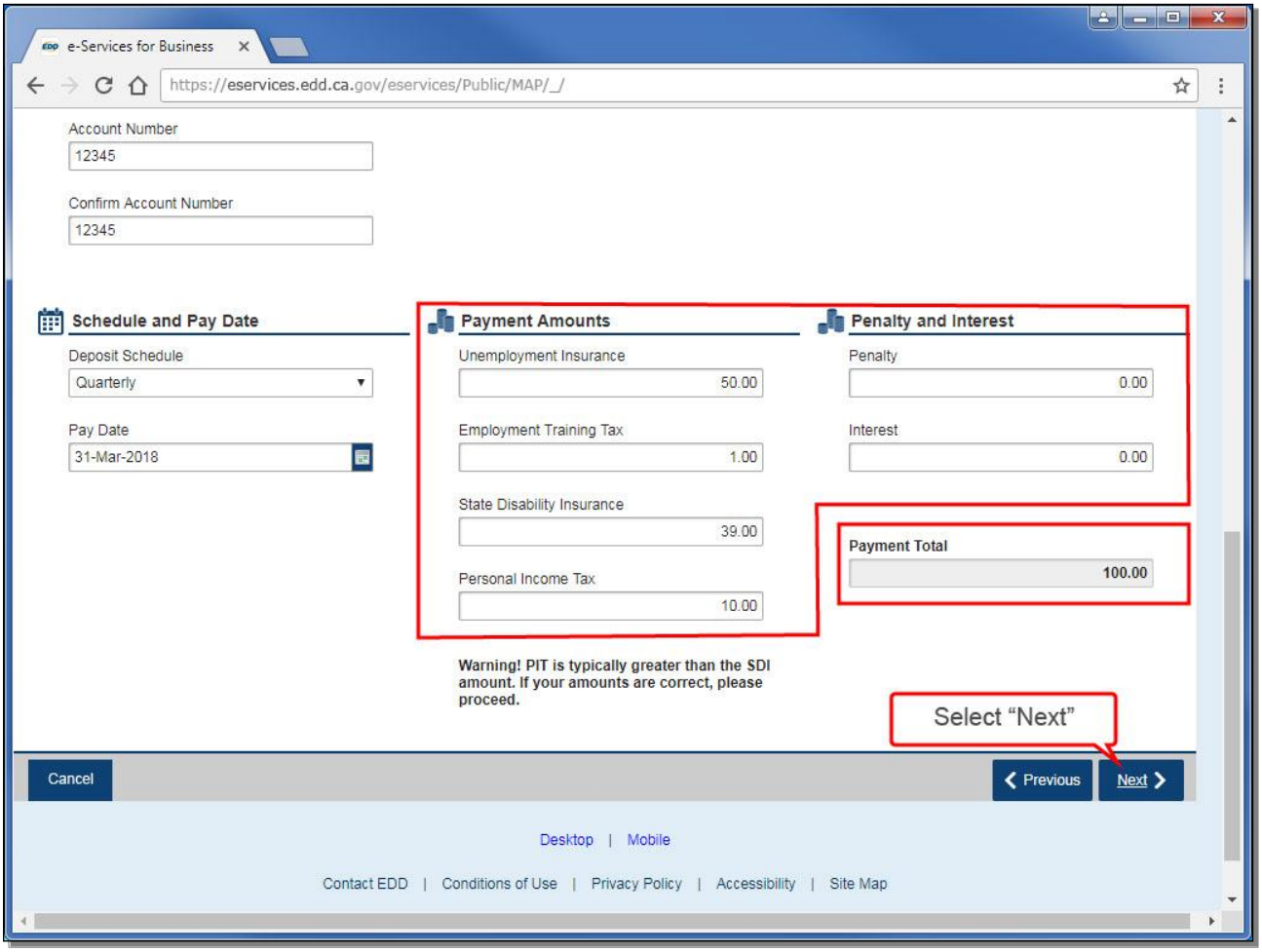
Slide notes

Select the "Deposit Schedule" from the drop down menu. For this example, we select "Quarterly."



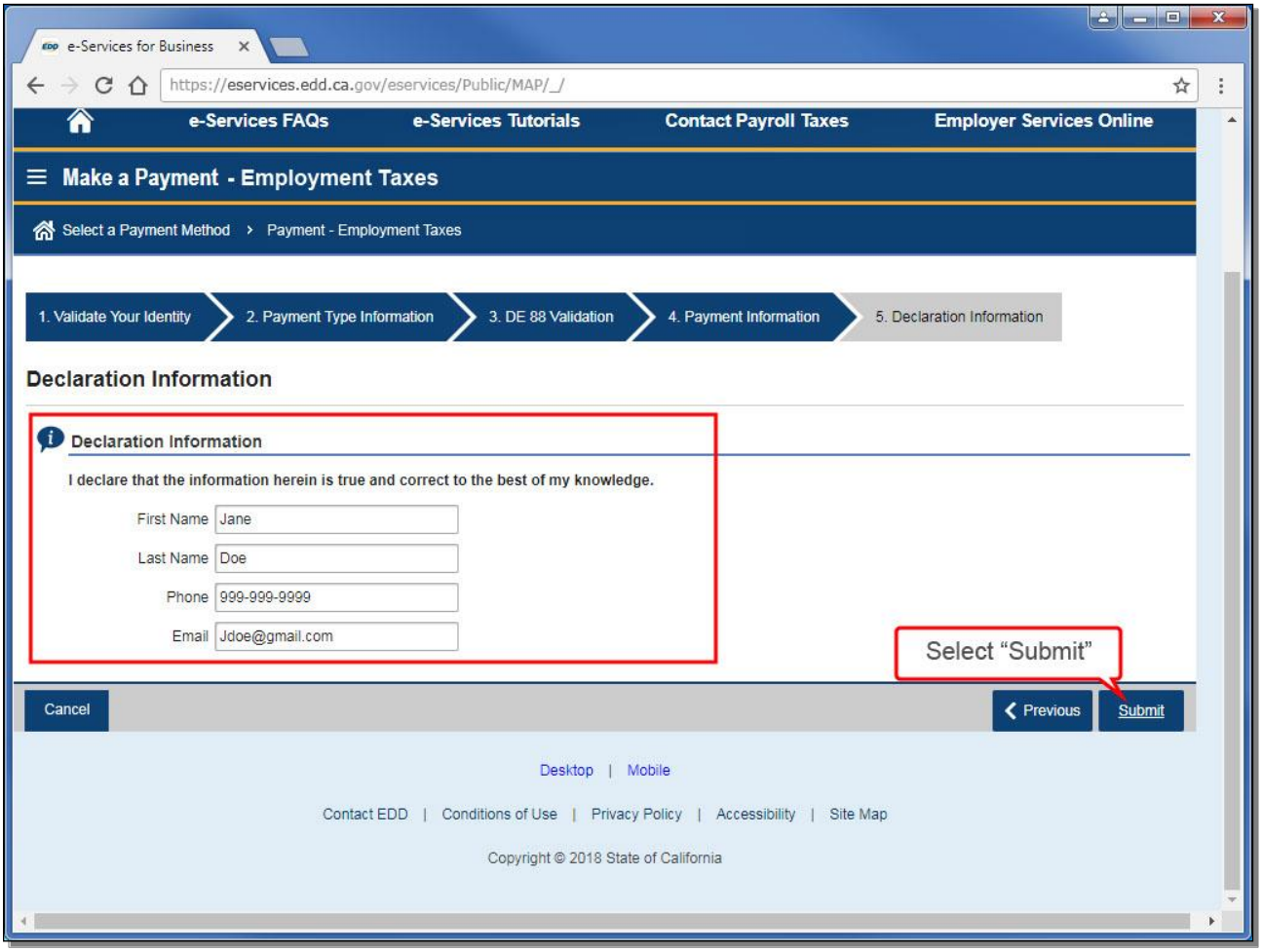
Slide notes

Select the correct "Pay Date."



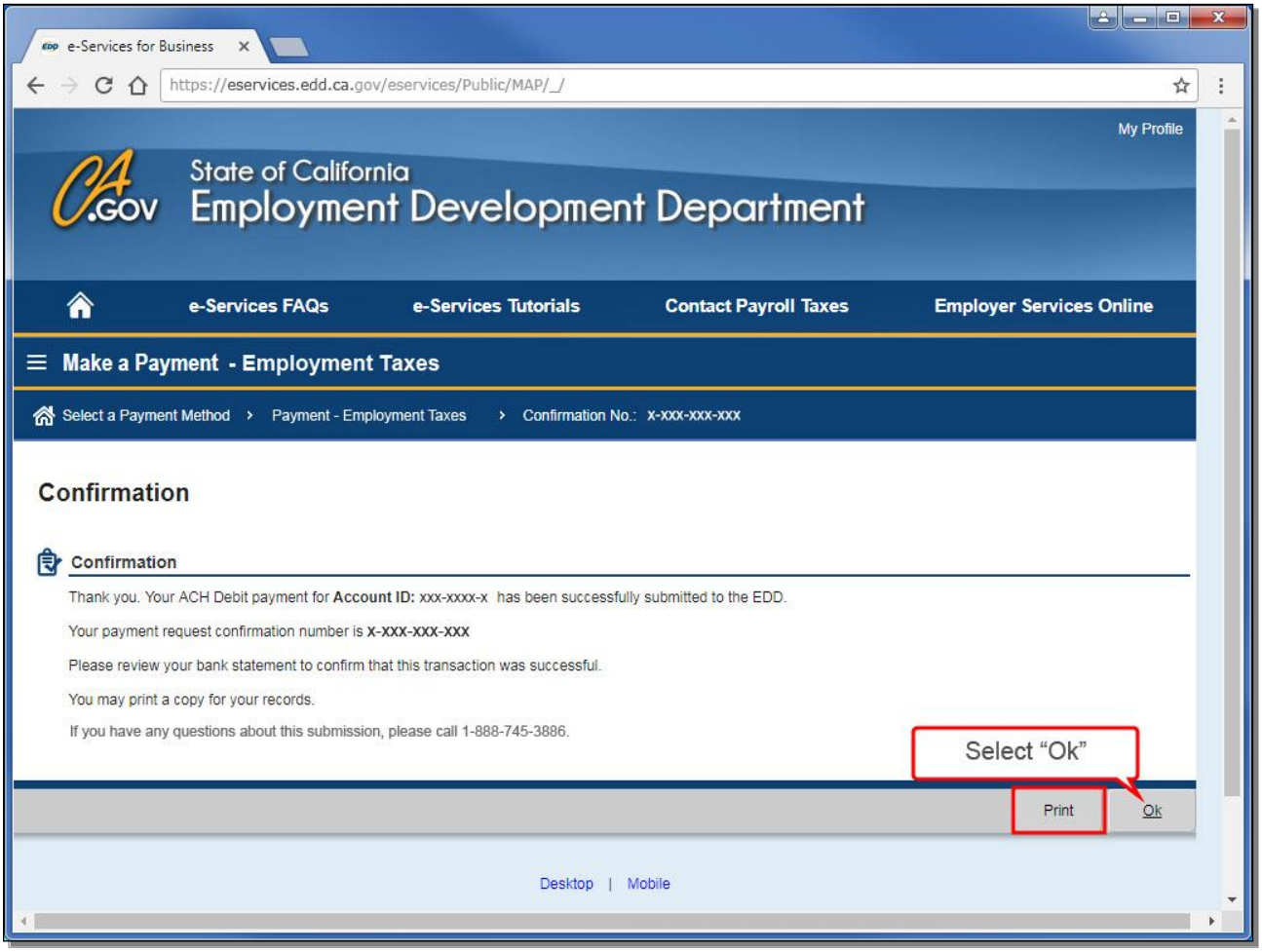
Slide notes

Enter the amounts. Verify the "Payment Amounts" total matches the "Payment Total." Select "Next" to continue.



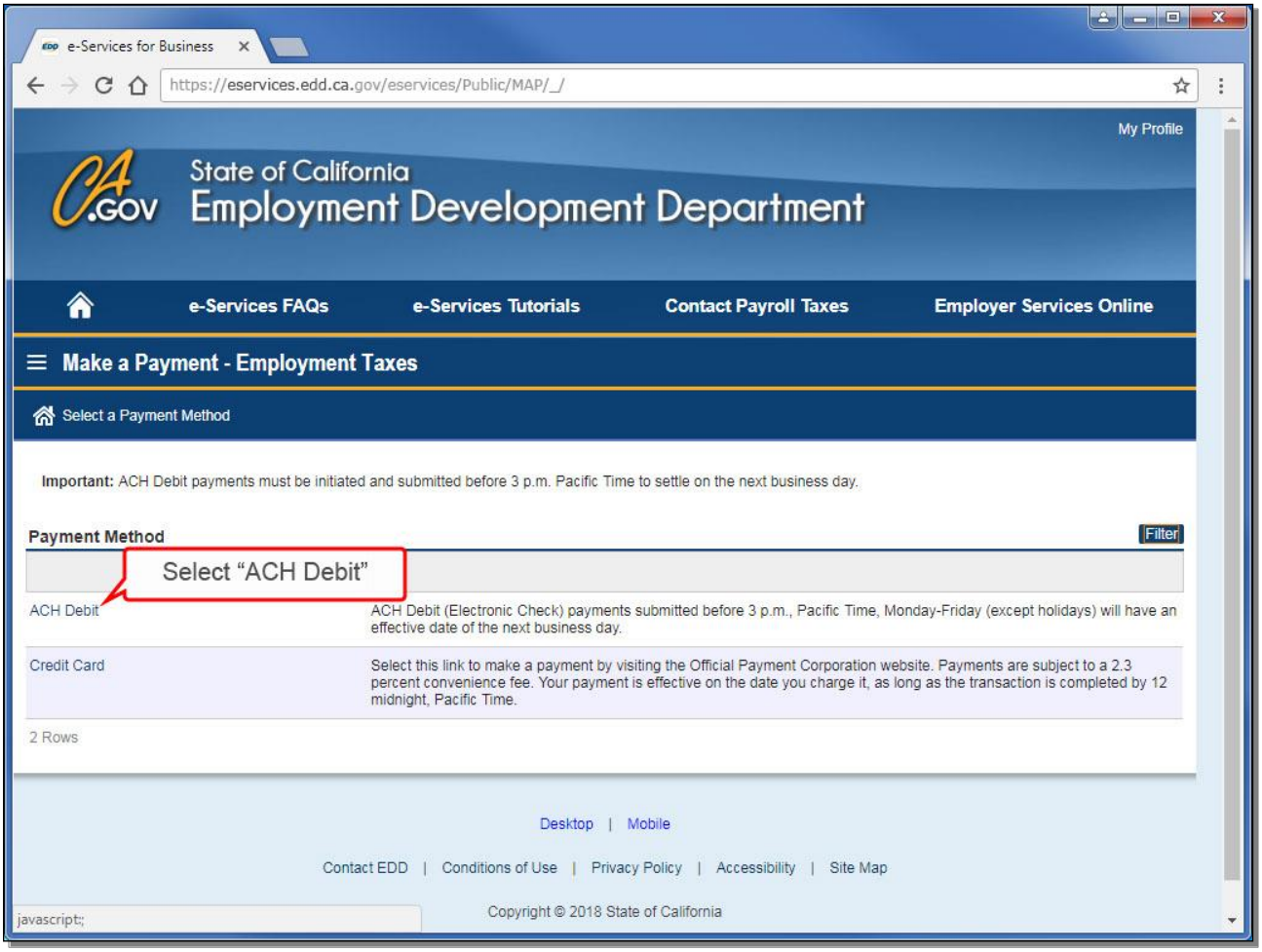
Slide notes

You must complete the declaration page. On this page, you declare that the information herein is true and correct. When the information is completed, select "Submit."



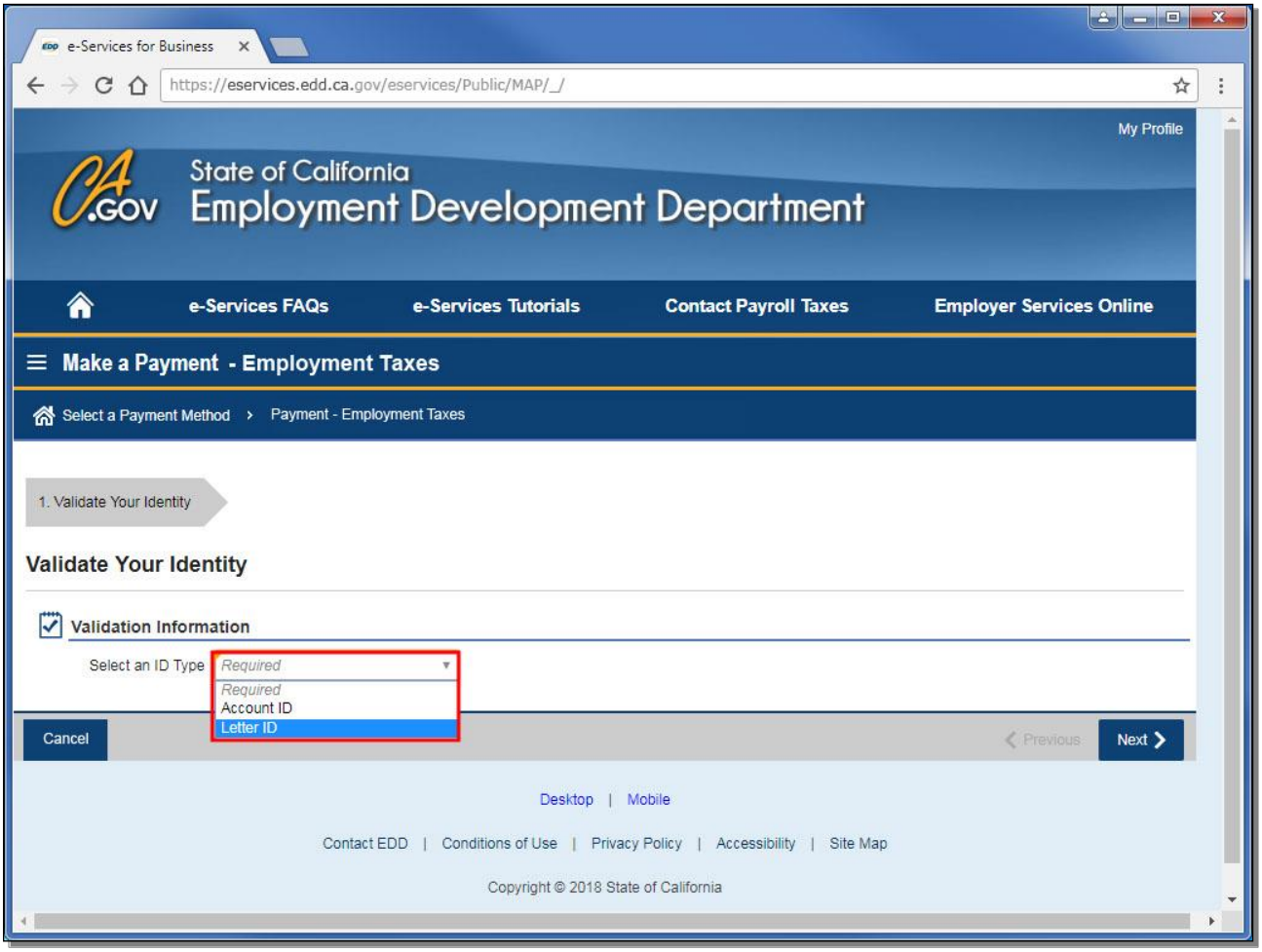
Slide notes

This is the confirmation page telling you that your payment has been submitted. You may print a copy for your records. Select "Ok" to continue.



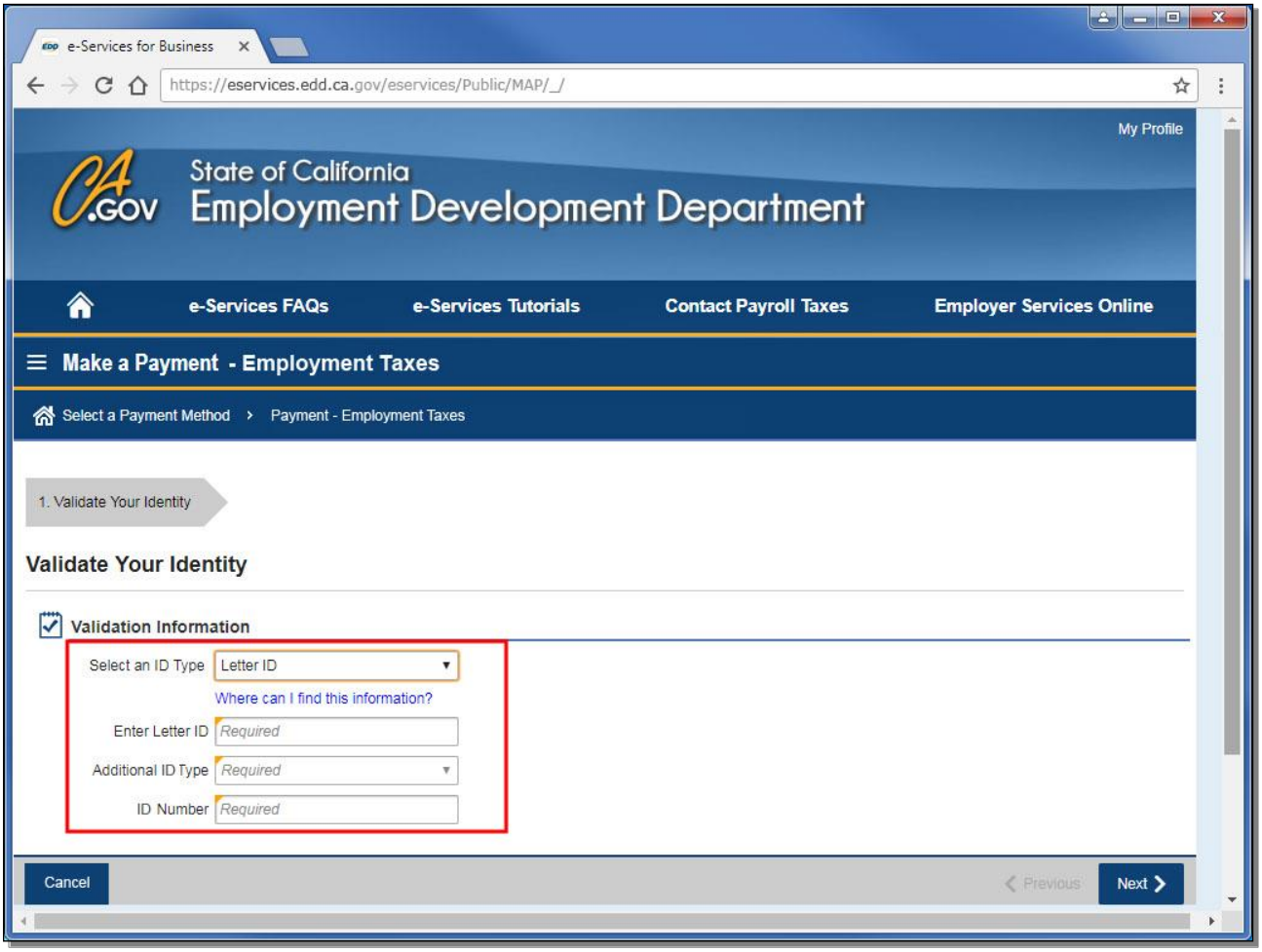
Slide notes

You are back at the Make a Payment Express Pay home page. Now, we will go over how to submit a "Letter ID" type. Select the "ACH Debit" payment method.



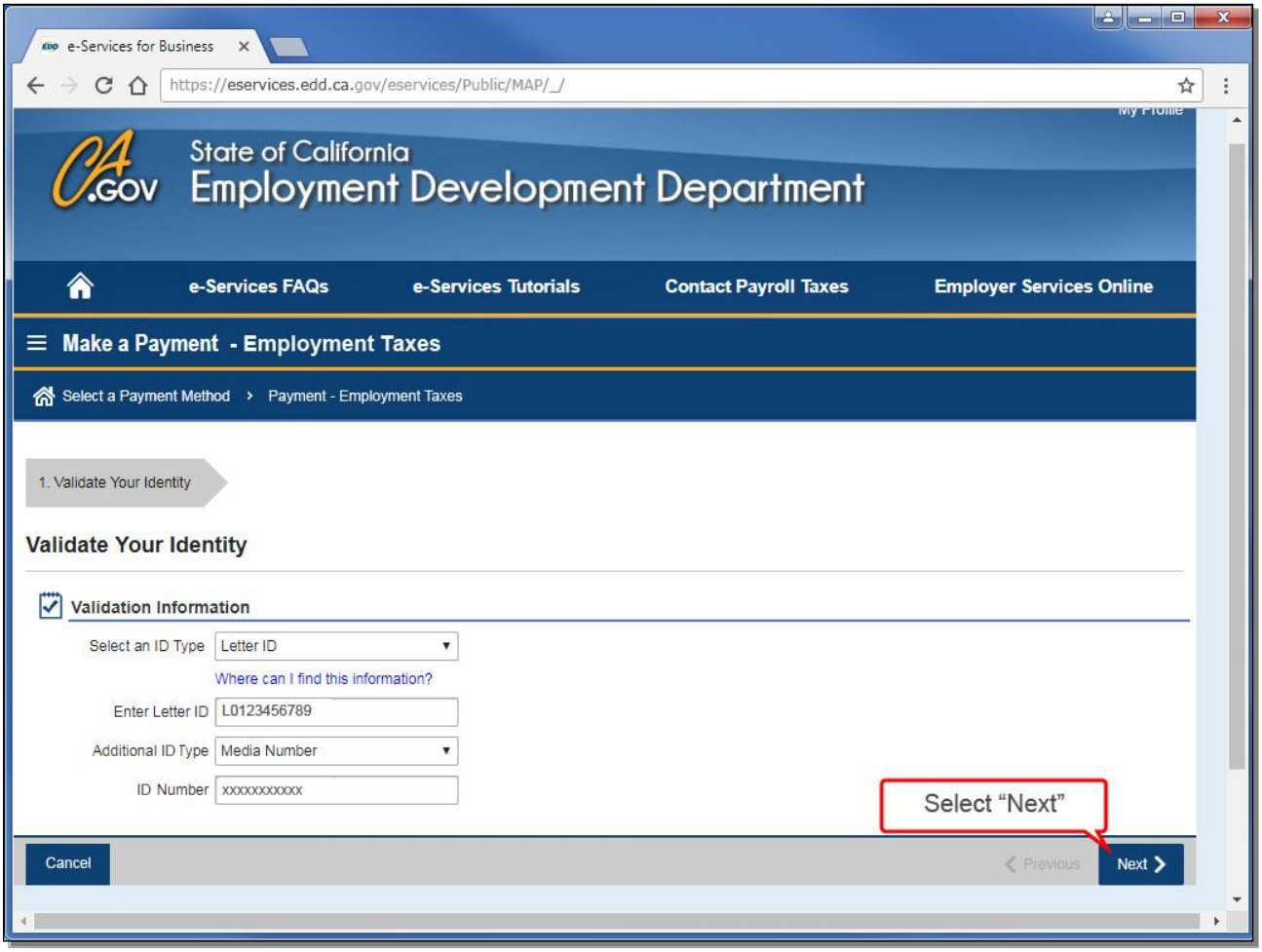
Slide notes

Select "Letter ID."



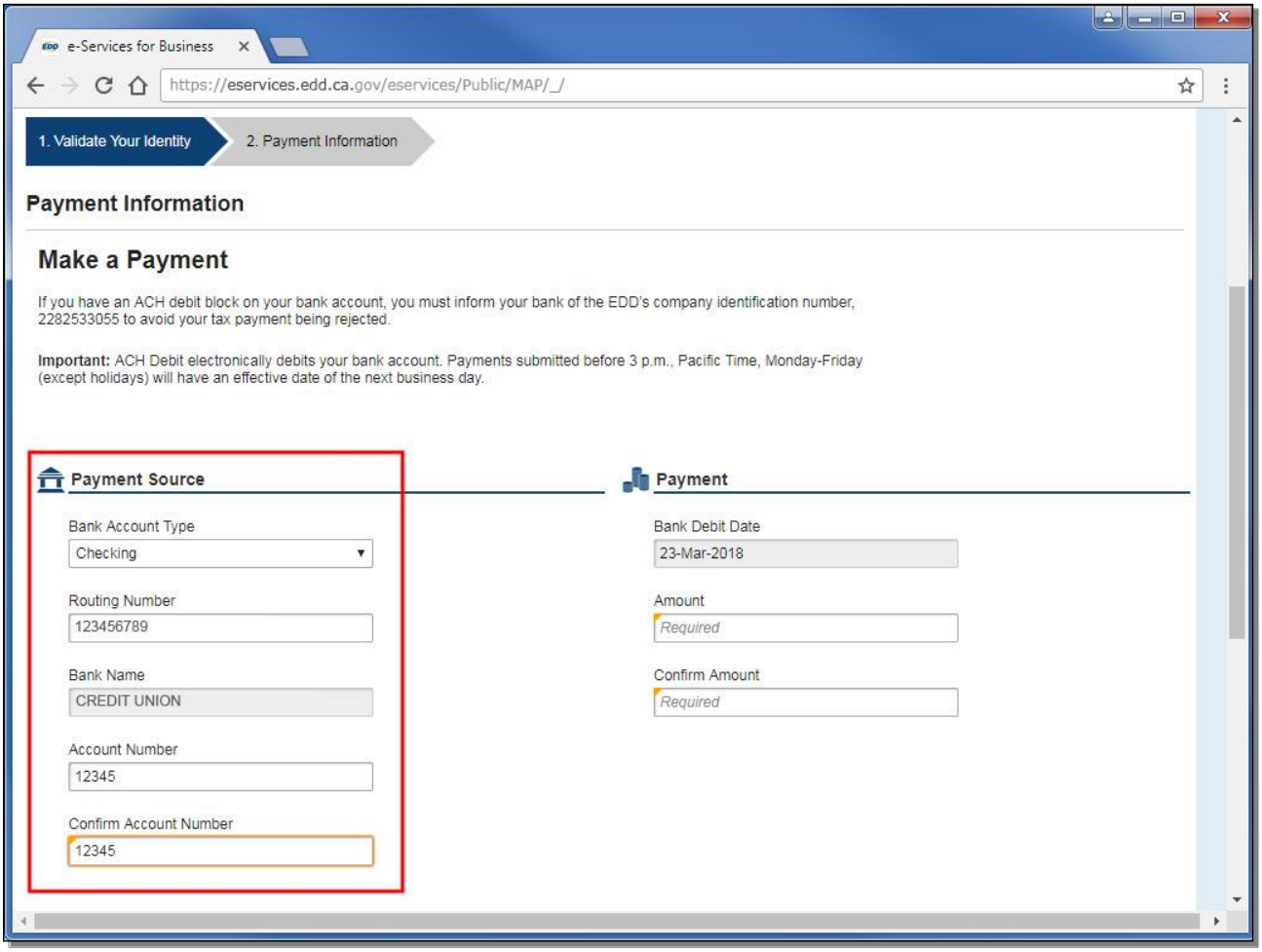
Slide notes

Enter the required information. Select the "Where can I find this information?" link, if needed.



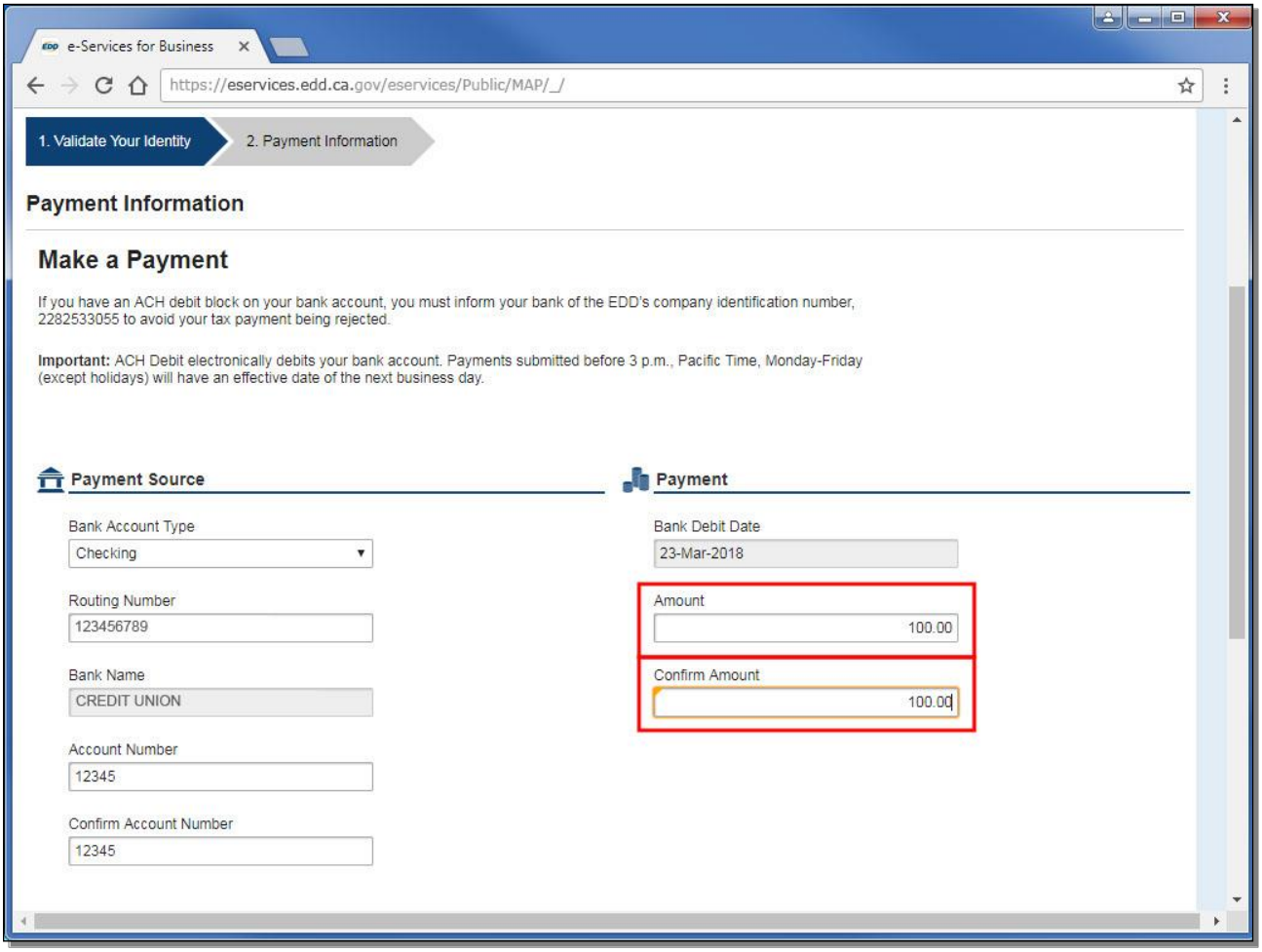
Slide notes

Select "Next" to continue.



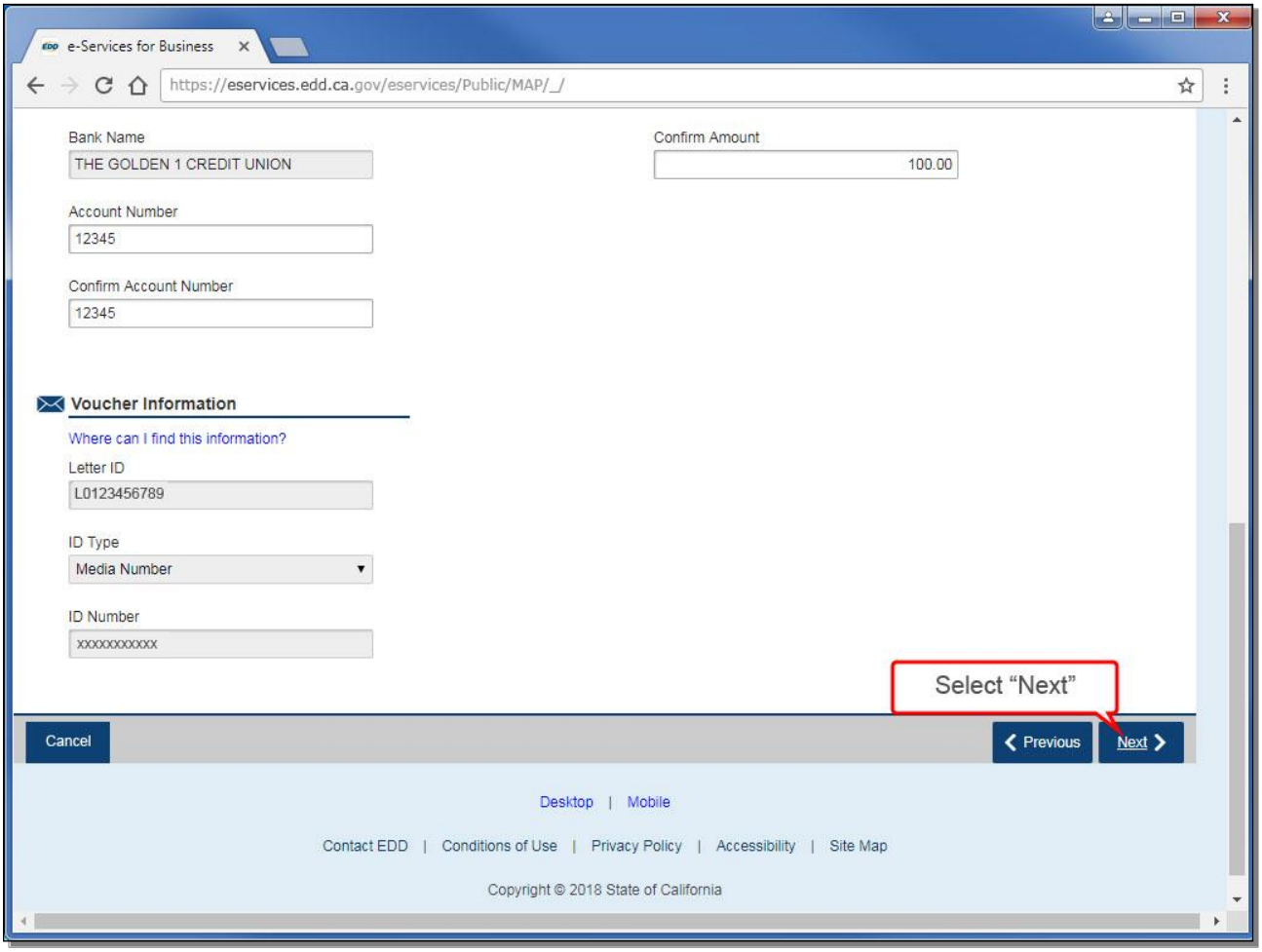
Slide notes

Enter your banking information.



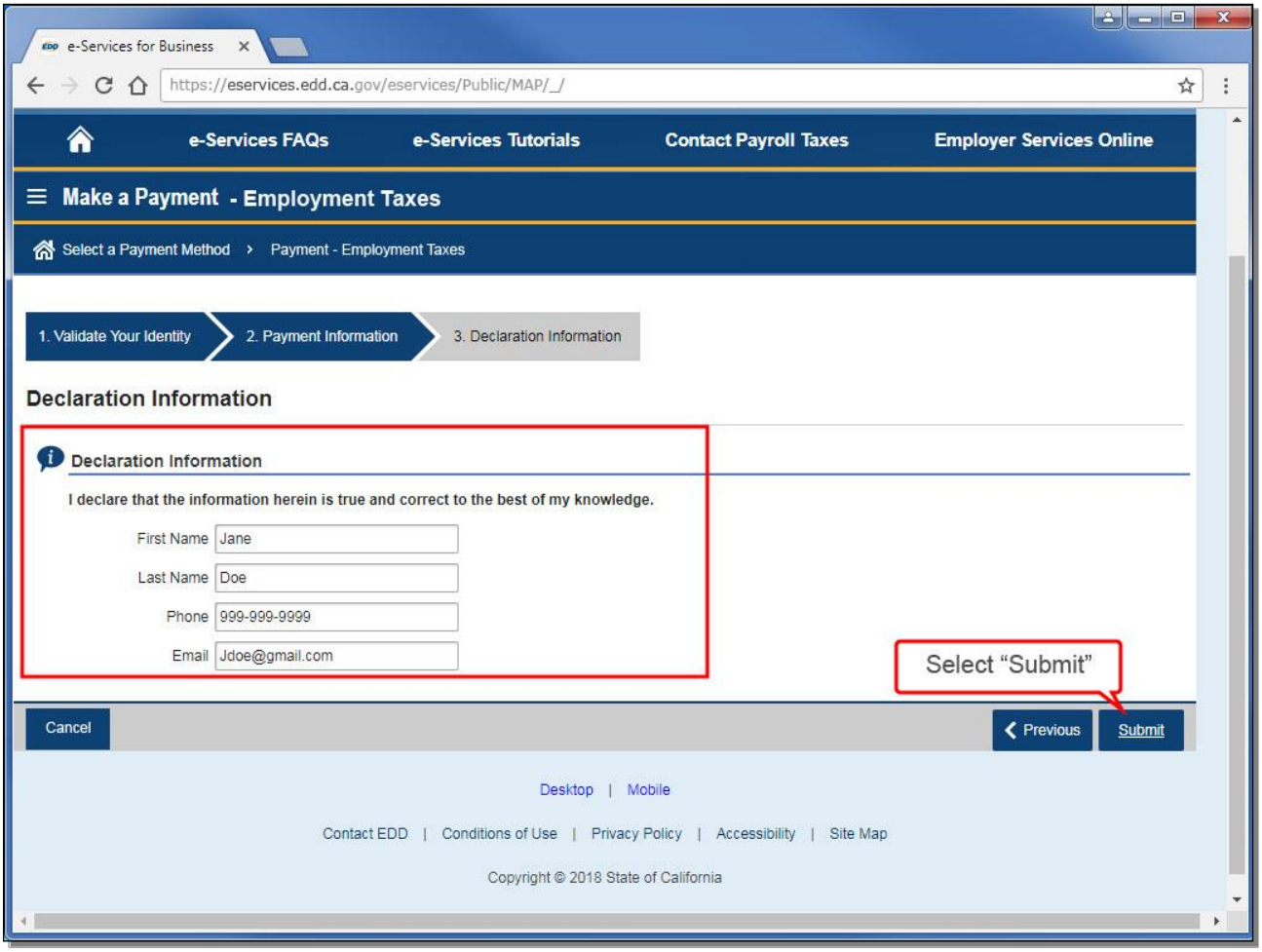
Slide notes

Enter the payment amount, then confirm the amount.



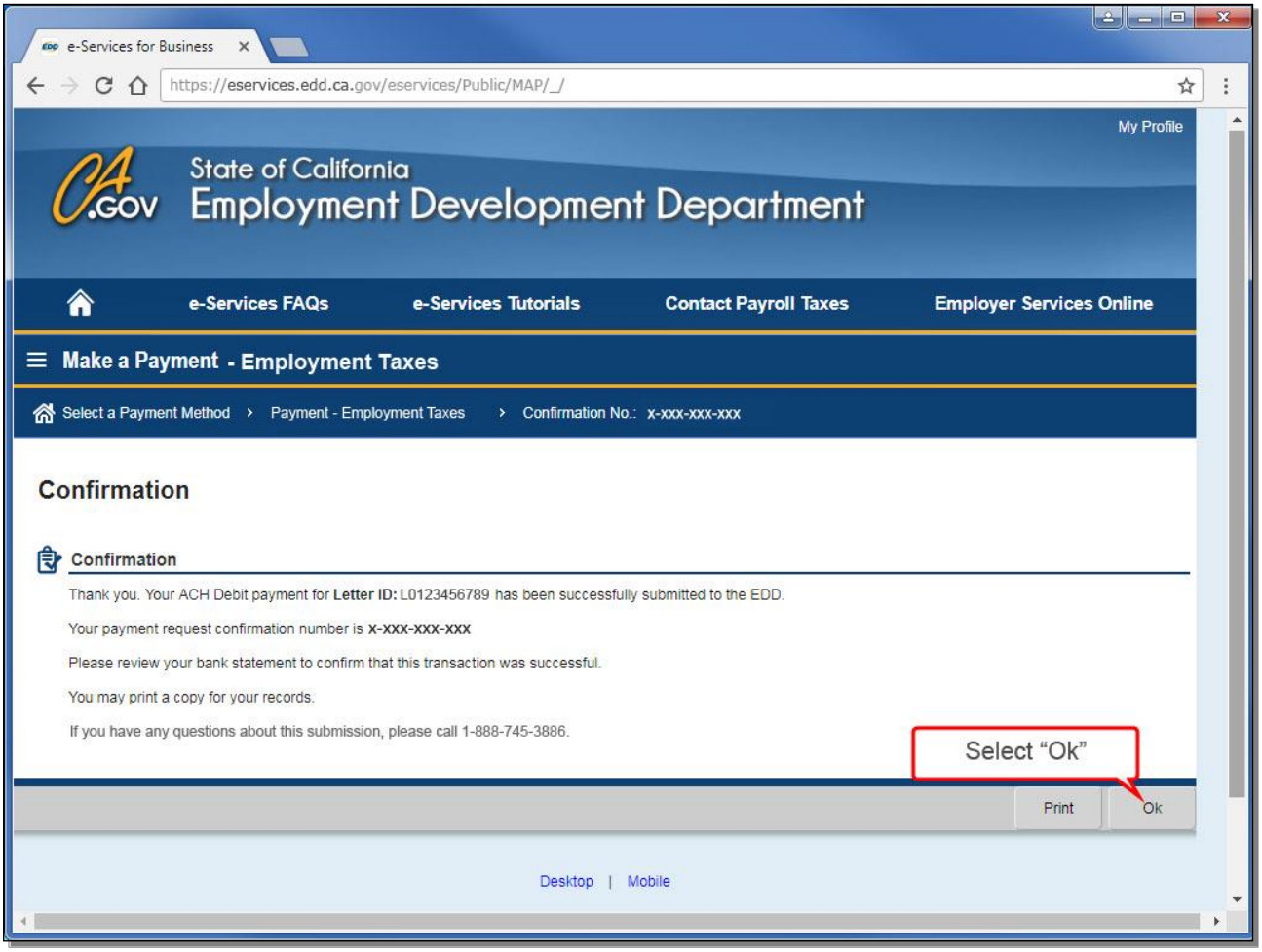
Slide notes

Verify the information you have entered is correct. Select "Next" to continue.



Slide notes

You must complete the declaration page. On this page, you declare that the information herein is true and correct. When the information is completed, select “Submit."



Slide notes

This is the confirmation page telling you that your payment has been submitted. You may print a copy for your records. Select "Ok" to continue.

Slide notes

Thank you for taking the time to watch this tutorial on how to make a payment using Express Pay.

Be sure to view our other tutorials demonstrating how to file a tax return and wage report, get your UI Rate, and the many other actions available in e-Services for Business.

Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.